



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY
DETACHMENT, GUAM
PSC 485, BOX 172
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PSDGUAMINST 5510.1B
Code 10
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PERSUPPDET GUAM INSTRUCTION 5510.1B

Subj: PROCEDURES AND REGULATIONS FOR SECURITY OF CLASSIFIED
INFORMATION

Ref: (a) SECNAVINST 5510.36

Encl: (1) Emergency Destruction Plan

1. Purpose. To provide instructions and guidance regarding the security of classified information.

2. Cancellation. Cancel PERSUPPDETGUAMINST 5510.1A.

3. Responsibility. The Officer in Charge has ultimate responsibility for ensuring that personnel assigned to handle classified material are adequately cleared, trained and provided guidance in the performance of their duties. Personnel designated below are charged with the responsibility of handling and providing custody of classified material and must be thoroughly familiar with the provisions of reference (a). Procedures must be established to ensure adequate control and accountability of all classified documents. This includes proper indoctrination of subordinates and requires the highest standard of performance by all personnel handling classified material.

a. Security Manager. The Officer in Charge is designated as the Security Manager and is responsible for safeguarding classified information with the exception of Top Secret material. He/she shall perform those duties as outlined in reference (a). This designation must be in writing.

b. Assistant Security Manager/Classified Material Control Assistant (CMCA). The CMCA is responsible to the Security Manager for the receipt and routing of classified material, with the exception of Secret and Top Secret material which will be turned over directly to the OIC. The CMCA is accountable for all Confidential materials receipted from registered mail in accordance with the regulations set by reference (a). The CMCA is also responsible for processing clearances for every member of the detachment. The Admin Officer or senior Yeoman is designated as the CMCA.

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c. Gateguard supervisor/gateguard watchstanders. The Gateguard supervisor is responsible for establishing and maintaining procedures for the receipt and distribution of classified messages. Gateguard watchstanders are responsible for daily receipt, safeguarding and distribution of unclassified messages.

d. Division Officers.

(1) All division officers shall be responsible for the protection, accountability, and control of all classified materials maintained by their division.

(2) All division officers shall be involved in making decisions regarding the access eligibility requirements of all subordinates. Before recommending an individual for access to classified material, all shall be guided by the new adjudication guidelines of reference (a), and shall make sure an individual's completed personnel security investigation's (PSI) favorable results are verified, and the individual is a U.S. citizen. Personnel must be continually evaluated for eligibility criteria and need to have access to classified material.

4. Implementation. All personnel in the detachment are responsible for ensuring that knowledge of classified information which they prepare, receive, or handle is properly accounted for in accordance with reference (a) and is made available only to persons who have the appropriate security clearance and who have clearly established a legitimate "need to know." Military and civilian personnel whose primary duty involves working with classified material shall familiarize themselves with this instruction and reference (a).

a. Each individual handling classified material shall take every precaution to prevent deliberate or casual access of classified information to unauthorized persons. The following guidelines are precautions to be taken into consideration to prevent compromise:

(1) All classified material will be kept in approved storage containers. Only personnel with appropriate clearance/access will have access to those containers.

(2) Keep classified material under constant surveillance after removing from storage. Ensure proper cover sheets are used.

(3) Exercise particular care when visitors are present within the space where classified material is in use. All visitors shall be received in a separate office or space, if feasible.

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(4) Exercise telephone discipline. Classified material shall never be discussed over non-secure telephones.

(5) Destroy initial and subsequent drafts, carbon paper, one time typewriter ribbons, plates, stencils, stenographic notes, residue from duplicated reports, instructions and notices, production thereof, or assign the same classification and safeguard as the resultant product therefrom.

(6) Properly dispose of all classified material as soon as possible in order to limit the volume of classified holdings.

b. Authorized personnel of this command shall not remove classified material from the physical confines of this command without the knowledge and approval of the Officer in Charge. When classified material is authorized to be removed, a complete list of receipt shall be prepared, signed by the individual removing the material, and appropriately filed with the Assistant Security Manager. Upon returning to the command, classified material must be returned to a proper classified material container.

c. After working hours the duty CDO, shall conduct a security check immediately prior to securing the building the end of the workday to insure that:

(1) All classified material is properly stowed in a proper container.

(2) All classified material containers are properly secured.

d. Security Measures in Stowing Classified Material

(1) Anyone in possession of classified material who does not have adequate storage facilities available shall return the material to the Security Manager or Assistant Security Manager.

(2) If a container containing classified material is found unlocked in the absence of the assigned personnel, the CDO will be notified and the container shall be guarded until the CDO arrives. The CDO will notify the person listed on the SF700 inside the safe and wait until the person responsible for the safe arrives. The person listed on the SF 700 in the safe will come in and inventory the safe, lock, and then make a report to the Security Manager and Assistant Security Manager. Further action, as appropriate, shall be taken by the Officer in Charge or higher authority.

e. Internal Routing of Classified Correspondence.
Appropriate cover sheets (GSA Standard Form 703, 704 and 705)

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shall be attached to all internally routed Top Secret, Secret and Confidential material. The cover sheet may be removed only when the documents are filed in a classified material container.

f. Destruction of Classified Material

(1) Destruction of classified material will be carried out in accordance with reference (a).

(2) Top Secret/Secret Materials. Destruction report (OPNAV Form 5511/12) is required for Top Secret/Secret materials. The certificates shall be retained for two years for the future identification of the material destroyed. The date of destruction and all necessary information shall be included in the report. Two persons will be responsible for witnessing their destruction and signing the report. Both members must be cleared to the highest level of classification being destroyed.

(3) Confidential. A record of destruction is not required.

(4) Emergency destruction will be carried out in accordance with enclosure (1).

g. All classified messages will be destroyed by the individuals with custody of the material.

h. Accounting Procedures. The control of classified material is necessary to limit dissemination, prevent unauthorized production, and prevent unauthorized access.

(1) Incoming classified correspondence shall be receipted for, controlled and routed to OIC and cognizant divisions by CMCA.

(2) Outgoing classified material. Any originator of classified material is specifically charged with the responsibility for ensuring that proper markings and downgrading instructions are included on each document they prepare. A serial number will be assigned to each outgoing classified document by CMCA.

i. Inventories. To reduce the possibility of loss or compromise of classified material, the following procedures, in addition to controls established in reference (a) are directed:

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(1) All Secret materials shall be inventoried by sight and page count annually during March of each year by the Security Manager. Additionally, inventory shall be conducted upon relief of the custodian by both incumbent and the relief. All classified material will be inventoried by the incumbent and relieving officer upon change of charge.


(2) Report of each inventory shall be submitted in writing to the Security Manager within five days of the scheduled date and will be retained in the local files for a period of two years. Any discrepancies discovered shall be immediately reported to the Security Manager for investigation in accordance with reference (a).

5. Action

a. Maintenance, control, accounting, and destruction of classified material is the responsibility of the Security Manager with the assistance of the Assistant Security Manager Classified/Material Control Assistant.

b. Under the new adjudication guidelines of reference (a), all divisions shall be directly responsible for continuous evaluation of all personnel working in their divisions.

c. All division supervisors shall require all personnel in their divisions to familiarize themselves with the provisions of this instruction and reference (a) as required.


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Distribution:
PERSUPPDETGUAMINST 5216.1Q
List I (Case A)

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PERSUPPDET GUAM EMERGENCY DESTRUCTION PLAN

1. In the event of an emergency situation, the security of classified information is paramount. Under normal circumstances, the Officer in Charge will order the emergency destruction plan implemented when it is considered that the forces and facilities at his/her disposal are inadequate to protect the classified materials from impending loss or capture. Should conditions prevent contact with the Officer in Charge, the next senior person present is authorized to initiate the plan without awaiting specific orders. The exercising of individual initiative in preparing for emergency destruction at all levels of command is necessary.

2. The PERSUPPDET Guam, emergency destruction plan may be used in two types of emergencies: (1) natural (e.g. fire, typhoon, tidal wave, etc.). or (2) operational emergency (e.g. enemy attack, riot action, etc.). When implemented, this emergency destruction plan shall be carried out according to the guidelines in the paragraphs below.

a. Precautionary Destruction. Normally involved are all superseded classified material, manuals, or other documents not judged to be essential for continuing operations. Reducing the specific action to be taken during an emergency increases the likeliness of success. Therefore the following routine procedures will be in effect:

(1) All superseded classified material should be destroyed as soon as possible after becoming obsolete.

(2) Only the necessary minimum quantity of classified material should be held at anytime.

(3) Classified material must be stored in such a way that it is readily accessible for removal or destruction.

b. Securing the material. In an emergency such as a natural disaster or civil disorder which is anticipated to be of short duration but which necessitates all hands taking shelter or otherwise leaving the building:

(1) Before taking shelter or leaving the building, secure all classified materials in authorized safes or containers.

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(2) In the case of fire, the primary consideration is the safety and welfare of personnel. If it is not possible to safely secure or remove the classified material, they will be left in place to be consumed by the fire. UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO DEATH OR INJURY TO PROTECT THESE MATERIALS FROM FIRE. The Security Manager and Assistant Security Manager must be notified immediately in the event that classified materials could not be secured prior to evacuating the area. In the event classified materials are destroyed by accidental fire, the Assistant Security Manager will procure the identification of all firefighting personnel who entered the building. Additionally, the Assistant Security Manager and the Division Supervisor will be the first persons to enter the space when the fire has been extinguished and safety permits. At this time, they will ensure that all classified materials have been totally destroyed or that stowage for those items not completely destroyed is provided. A complete inventory of classified materials shall be made for the record and to determine that, if any classified material is missing, it is documented.

c. Removing or Destroying Classified Material. In the event of an impending attack on Naval Activities, a major civil disorder, or any other emergency situation that might possibly and logically result in loss, capture, unauthorized disclosure, or other compromise of classified materials, all actions must be directed at keeping the classified materials from unauthorized personnel by means of protecting, removing, or destroying as conditions dictate. The Security Manager will be in close contact with Naval Activities in the event of an emergency situation.

4. Drills. Training exercise for emergency actions must be conducted regularly ensuring that all personnel assigned emergency duties fully understand them and are fully capable of carrying them out. Such training exercises shall be scheduled at least once every twelve months. During the exercise, the time required to execute each task shall be recorded. After each exercise the realism and adequacy of the emergency plan shall be re-evaluated and appropriate adjustments made. For example, it may be necessary to increase the number of personnel or re-allocate tasks as a result of longer than expected time required.